

ECONOMIC DEVELOPMENT COORDINATOR

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult professional and responsible administrative work developing and administering County community and economic development activities; does related work as required. Work is performed under general supervision. Supervision exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Administering, supervising and monitoring economic development activities, properties and projects; ensuring compliance with applicable rules and regulations; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Directs the funds and department staff in the Director's absence.
- Provides technical advice and information to professional, public and government agencies as requested.
- Interprets the County's ordinances and other applicable codes, laws, rules, regulations, specifications, standards and policies and procedures with regard to commercial and industrial property development.
- Serves as liaison with various agencies, business community and public on economic development matters.
- Performs customer services functions; provides various assistance and information as needed; responds to complains and questions; researches problems and initiates resolution.
- Directs department administrative responsibilities, along with projects and activities; provides policy/procedural recommendations on issues; maintains client and department project confidentiality; negotiates department contracts.
- Represents Director at various meetings as needed; attends various meetings.
- Serves on various committees as assigned by Economic Development Advisory Council, County Administrator and/or Board of Supervisors.
- Receives various forms, reports and documents.
- Develops annual reports; coordinates and submits reports to outside agencies.
- Researches and compiles a variety of information for reports and analysis; conducts research to gather or retrieve a variety of information; researches various County records.
- Assists with special project and research as assigned.
- Coordinates assigned staff daily work activities; organizes, prioritizes and assigns work; coordinates schedules; monitors in progress work status; inspects completed work; conveys important information relating to department operations; assists with complex/problem situations and provides technical expertise.
- Assists with preparation and maintenance of departmental budgets.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of modern principles and practices of community and economic development; thorough knowledge of the principles and practices of public and business administration; thorough knowledge of management and finance; ability to prepare clear and comprehensive financial and administrative reports; ability to communicate ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with County and State officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in economics, economic development or related field and extensive increasingly responsible experience in economic development activities.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.